Directorate of Evaluation and Standardization

Interim Clarification to TC 1-210, Commander's Task List (CTL) 18 February 2000

The importance of maintaining records to administer the commander's ATP as quality control and standardization tools cannot be overstated. They must be filled out carefully, completely and legibly. The following information and administrative procedures are presented to clarify and standardize published guidance in the TC 1-210. This information supplements the instructions of the current TC 1-210 dated 3 October 1995, Chapter 3, Section IV. Complete detailed instructions will be published in the forth coming TC 1-200

The Commander's Task List (CTL), DA Form 7120-R and enclosures, are developed for each position authorized on the MTOE, TDA, or job description (Ref: TC 1-210, paragraph 3-1, 3-2, Fig 3-1). This means that when an aircrew member is assigned to a particular position, his/her FAC and tasks are already predetermined for that position by the commander. Once integrated, the commander may tailor the task requirements of the CTL based upon individual aircrew member experience, unit training resources, etc. For example: The commander may want to add the task *Perform paradrop operations* to the CTL of an individual aviator based on his past experience and/or special unit support requirements, or the commander may want to drop the task *Perform extended range fuel system operations* from the CTL because the equipment is temporarily grounded. These changes should be made to the CTL when it is initiated.

Once the tasks for a given position are selected, the required modes of flight for base, mission and additional tasks will be determined and should be published IAW local guidance (i.e. SOP or DA Form 4507-R, etc). The commander must determine the modes of flight for all selected mission and additional tasks. He may also select additional modes of flight for base tasks if desired.

The CTL is initiated when the aircrew member receives a duty position with paragraph and line number and is integrated into the unit ATP (Ref: TC 1-210, paragraph 3-14b(1)). The CTL is used to designate the crewmember's authorized flight duty/stations (Ref: TC 1-210, paragraph 3-14a). The commander will sign and date the CTL (Ref: AR 95-1, paragraph 4-20) prior to the crewmember's first flight in the unit. The aircrew member will sign and date the CTL when briefed on his ATP responsibilities regardless of readiness level.

Amendments/changes to the CTL will be manually entered in ink. These events will be annotated in the Remarks section of the 7120-R stating date, event or explanation, and commander's initials. If additional explanation is required, continue on the 7120-3-R. Some events generate several individual changes to the CTL. Do not initial each change, initial only the entry in the Remarks section.

The CTL consists of a minimum of three pages; DA Forms 7120-R, 7120-1-R and 7120-3-R. DA Form 7120-2-R and other enclosures are required as part of the CTL when so annotated on the PART V of the DA Form 7120-R.

On the left side of the Individual Aircrew Training Folder (IATF), post all CTLs pertaining to the current ATP year under *Current Commander's Task List*. Post all

CTLs pertaining to the preceding ATP year under *Preceding Commander's Task List* .

A completed CTL is posted to the left side of the IATF prior to the aircrew member's first flight in the unit. The CTL should be completed by computer. When initiated, the CTL will be completed as follows: (supplement the instructions in the TC 1-210 with the additional instructions below):

COMMANDER'S TASK LIST, DA FORM 7120-R

PART I

Duty title is the title from the MTOE or TDA position or duty description.

NVG - If the unit does not have NVG designated positions, leave blank e.g. AH-64 units do not have NVG designated positions. If the unit does have NVG designated positions, mark the "no" box for those crewmembers that are not in an NVG designated position.

Aircraft Type-

Designate only one aircraft mission, type, design and series for primary, alternate or additional aircraft. All APART requirements will be performed in this designated aircraft. If the aircrew member is authorized to perform duties in other similar aircraft of different mission or series, designate this on the 7120-3-R, i.e. If an aircrew member's primary aircraft is the UH-60L and he's also authorized to fly the UH-60A, enter the UH-60A on the DA Form 7120-3-R.

For units with aviators assigned flying hour requirements per category aircraft, e.g. XPs, strike through the word "Type", above it write "category" then enter the appropriate category in the space provided. List the authorized aircraft mission, type, design and series on the DA Form 7120-3-R. The primary aircraft for APART purposes will also be listed on the DA form 7120-3-R.

PART II

Authorized Flight Duty/Stations will be annotated with an "X".

Authorized Flight Duty Stations will not be checked for familiarization flights only i.e. AH-64 annual familiarization flight authorizations will be briefed on the DA Form 5484-R Mission Schedule/Brief.

For AH-64 crewmembers that are required to fly with NVGs, enter "NVG" in the NVD row under the Remarks column.

c. PART III

Dates – Enter the dates of the current ATP year for the annual and semi-annual periods regardless of readiness level or integration date. The annual period always includes the full 12 months following the aircrew member's birth month. The semi annual

periods always include a full six months each sequentially following the aircrew member's birth month.

Hours – Enter the minimum flying hours required when they become effective (RL1 for active/USAR and RL2 for ARNG and/or RL3 for ARNG simulator requirements).

Do not enter the sum of the first and second periods in the annual column. (Minimum flying hour requirements are either annual or semi-annual but not both).

d. <u>PART IV</u>

Evaluation Requirements – Enter the designated time periods and annual dates for known evaluations based on readiness levels. Active/USAR leave blank for other than RL1, ARNG refer to NGR Regulation 95-1.

AH-64 – The Standardization Flight Evaluation includes the modes of flight: Day, Night and NVS. The NVG annual designated period, when applicable, will be entered in NVD Flight Evaluation field.

<u>PART V</u>

The CTL includes all indicated enclosures regardless of readiness level.

CREW MEMBER TASK PERFORMANCE AND EVALUATION REQUIREMENTS, DA FORM 7120-1-R

Aircraft Type – Enter the same aircraft mission, type and series as entered on the DA Form 7120-R

In the four blocks that contain 'yes" and "no" boxes, leave blank if they do not apply.

Tasks – An aircrew member is not authorized to perform any task that is not entered on the 7120-1-R (and 7120-2-R when required) unless briefed by the <u>commander</u> on the DA FORM 5484-R, Mission Schedule/Brief regardless of readiness level.

Modes of flight –

For active/USAR crewmembers, the Day, Night, NVD, NBC and Sim columns will be left blank during RL progression. The modes of flight specified by the commander for each task for RL progression will be published IAW local policy, i.e. SOP, DA Form 4507-R, etc. When an active/USAR aircrew member is progressed to RL 1, the minimum iterations for each task will be entered under the specified modes of flight in ink.

For ARNG crewmembers, the Day, Night, NVD and NBC columns will be left blank when the CTL is initiated. The modes of flight specified by the commander for each task for RL progression will be published IAW local policy, i.e. SOP, DA Form 4507-R, etc. When a ARNG aircrew member is progressed to RL2, and the commander elects to list the base tasks on the

7120-1-R, the minimum iterations for each task will be entered under the specified modes of flight in ink. When a ARNG aircrew member is integrated RL3 and the commander elects to designate simulator tasks, the minimum iterations for that mode of flight will be entered. In all other cases, when a ARNG aircrew member is progressed to RL1, the minimum iterations for each task will be entered under the specified modes of flight in ink.

The commander will designate task(s) to be evaluated by placing an "E" in the appropriate mode(s) of flight block for each designated task. Aircrew members must be evaluated in each mode of flight specified with an "E" for each designated task. For Standardization evaluations, a task evaluated in either the night or NVD modes of flight will suffice for a mandatory evaluation task in the day mode of flight.

If the commander wants a task evaluated in the day mode of flight on the standardization flight evaluation, a remark will be placed in the 7120-3-R stating that tasks mandatory for day evaluation will be evaluated in the day mode of flight. A task evaluated at night will not apply for NVD and NVD will not apply for night. During RL progression, each task must be evaluated in each specified mode.

CREW MEMBER TASK PERFORMANCE AND EVALUATION REQUIREMENTS CONTINUATION SHEET, DA FORM 7120-2-R

This form is required when the "yes" block is selected on the DA Form 7120-R, PART V, ENCLOSURES.

CREW MEMBER TASK PERFORMANCE AND EVALUATION REQUIREMENTS REMARKS AND CERTIFICATION, DA FORM 7120-3-R

REMARKS – Under the word "REMARKS", enter the aircrew member's name and rank, followed by the date the CTL was initiated.

All following remarks will be numbered in sequence and dated the date of the entry.

Remarks entered by computer when the CTL was initiated will be numbered but not dated.

CERTIFICATION – The aircrew member will certify his old CTL when a new CTL is generated, regardless of the reason, i.e. PCS, primary aircraft redesignated, end of ATP year, etc.

A new CTL will be generated at the beginning of each aircrew member's ATP year, regardless of readiness level. A new CTL will not be generated for the sole purpose of progression to RL 1.